



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Water/Wastewater Plant Operator

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under close supervision, performs skill work of routine difficulty in the operation and maintenance of the water and wastewater system; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Monitors water and wastewater systems.
- Complies with applicable regulatory requirements.
- Liaisons with other agencies, departments and individuals.
- Obtains samples and tests water and water systems for appropriate chemical and purity levels.
- Treats water to maintain appropriate levels of chemicals, softness and purity.
- Checks water and waste water treatment systems for proper operation and controls through the pumps, controls, and equipment.
- Maintains accurate records of daily operations in water and waste water, water levels, analysis and composition.
- Submits required reports of water and waste water activities, equipment performance and levels, and incidents.
- Installs chlorinators, water softeners, controls and other water system equipment and parts.
- Operates heavy equipment to move earth for water holding areas.
- Inventories chemicals, plant parts and equipment; obtains bids for replacement of chemicals and parts.
- Orders and checks in chemicals and parts and equipment necessary for the plant operations.
- Installs, designs and maintains irrigations systems for the plants.
- Performs grounds maintenance and landscaping duties around the water and waste water treatment areas to maintain an attractive County facility.
- Performs minor road repairs at the water and waste water treatment facility such as filling in pot holes, patching rough areas and grading as necessary.
- Supervises inmate work crews who assist with plant treatment and operations.

Knowledge and Skills:

- Knowledge of applicable rules and regulations governing water and waste water treatment plant systems.
- Knowledge of sampling and testing principles.
- Knowledge of water and wastewater operating systems.
- Knowledge of principles and practices of supervision.
- Skill in interpreting technical and/or advisory bulletins.
- Skill in preparing and maintaining records and reports.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years experience working with water and/or waste water treatment; AND Certifications for Level I Water and Level I Waste Water; certification.